

**STATE OF ALABAMA
REQUEST FOR PRPOSAL
RESEARCH AND ADVISORY SERVICES**

PROPOSAL QUESTIONS AND ANSWERS

JUNE 20, 2003

The following questions and answers are related to the Request for Proposal for Research and Advisory Services:

1. How many seat holders do you currently have accessing Advisory/Research today? ***The State currently has three seat holders –Department of Finance, Department of Human Resources and the Department of Public Health.***
2. Does this RFP include County and City government? ***No***
3. What is the expected award date of the contract? ***August 1st or September 1st***
4. IV.3.2 Services Availability states that the Vendor's research and advisory information must be available 24x7. What does the State expect on the availability of the personal consultants? ***The State expects consultants/analysts to be available during normal business hours – 8AM to 5PM CST.***
5. Would the State expect them to be readily available during normal business hours or are they expected to be paged on a 24x7 schedule as well.
Consultants/analysts should be available during normal business hours – 8AM to 5PM CST. The State will not require after hours services.
6. IV 3.8 General Requirements mentions the vendor maintaining a distribution list of all licensed STATE users. Is the anticipated distributed method for all general information to all licensed STATE users anticipated to be via email? ***Yes*** In other words does the Vendor need to budget for postage of distribution materials that cannot be sent via email? ***No***
7. IV 3.8 General Requirements mentions that the Vendor must work independently and directly with the Information Services Division related to specific user requests. Is it anticipated that at least the POC and one or more consultants be on-site at Montgomery? ***No*** Or can all the work be done off-site. ***Yes***
8. Based on prior usage, approximately how many of the State agencies will utilize said services? Please list. ***The State currently has three seats – Department of Finance, Department of Human Resources and the Department of Public Health. Over the past several years, other agencies have included Medicaid, Retirement Systems of Alabama, Transportation, Rehab Services, Department of Revenue, Mental Health, Industrial Relations, and Administrative Office of Courts.***
9. Based on prior usage, approximately how many unique users does the State anticipate using said services? ***While the State has several agencies, unique users are generally limited to four or five per agency. Direct analyst contacts is generally limited to one per seat while access to research is provided to the others.***

